

<b>For Office Use Only</b>	Vermont Department of Labor <b>WAGE AND HOUR PROGRAM</b> P.O. Box 488 • Montpelier, VT 05601-0488 Telephone: 802-828-0267 • Fax: 802-828-4198 Email: <u>wagehour@labor.state.vt.us</u> <b>COMPLAINT FORM</b>	<b>For Office Use Only</b>
		<b>Response:</b> _____ <b>Date</b> _____

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(P.O. Box / Street) (Town) (State) (Zip Code)

If no telephone, how may you be reached? \_\_\_\_\_

May we leave an explicit message for you, including information about this complaint? \_\_\_\_\_

Do you wish us to tell the employer the source of this complaint? \_\_\_\_\_ (If no, the Wage and Hour Program will NOT contact you with the results of our inquiry.)

Business Name: \_\_\_\_\_ Business Telephone Number: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business MAILING address: \_\_\_\_\_  
(P.O. Box / Street) (Town) (State) (Zip Code)

Business PHYSICAL address: \_\_\_\_\_  
(Street) (Town) (State)

Are you an employee of this business? \_\_\_\_\_

**Complaint about** (check all that apply)

Unlawful child labor. [21 V.S.A. Chapter 5 Subchapter 4/Child Labor Rules]

☐ Failure to provide a proper wage statement with each wage payment. [Vermont Minimum Wage Rules]

☐ Failure to provide reasonable opportunities for employees to eat and to use toilet facilities [21 V.S.A. §304]

☐ Change of wage payment schedule without advance written notice. [21 V.S.A. §342(b)]

☐ Unauthorized payment of wages by electronic transfer [21 V.S.A. §342(d)]

☐ Failure to post mandatory employment law posters. [21 V.S.A. §442, Vermont Minimum Wage Rules]

☐ Other (describe): \_\_\_\_\_

Please explain your complaint:

***I hereby certify that, to the best of my knowledge, these statements are true.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Opportunity is the Law**

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).